Tender Document

ICAR-NATIONAL BUREAU OF PLANT GENETIC RESOURCES
PUSA CAMPUS, NEW DELHI-110012

[Seed Moisture Meter]

[Ref: No. 5(145)/Purchase/2018/EFC]

e-TENDER DOCUMENT

ICAR-NATIONAL BUREAU OF PLANT GENETIC RESOURCES
PUSA CAMPUS, NEW DELHI-110012
Phone:011-25841022 email:nbpgr.aaopurchase@icar.gov.in
web: www.nbpgr.ernet.in

E-PROCUREMENT TENDER NOTICE

ICAR-National Bureau of Plant Genetic Resources, Pusa, New Delhi-12 invites tenders under Two Bids System (Technical and Financial) from reputed & eligible agencies through e-procurement for Seed Moisture Meter For an ICAR funded project.

Item	Details/Date
Bid Document Download Start Date	05.03.2018, 2.00 PM
Bid Submission Start Date	06.03.2018, 10.00 AM
Bid Submission End Date	26.03.2018, 12.30 PM
Technical Bid Opening Date	27.03.2018, 2.30 PM

Notes:

1. All details regarding the subject tender are available on our websites www.nbpgr.ernet.in and https://eprocure.gov.in/eprocure/app. Bidders are therefore, requested to visit our websites regularly to keep themselves updated.
2. **Manual bids shall not be accepted.**
3. For submission of E-Bids, bidders are required to get themselves registered with http://eprocure.gov.in/eprocure/app.
4. Clarifications/ queries, if any, can be addressed to The Assistant Admn. Officer, Purchase, ICAR-National Bureau of Plant Genetic Resources, New Delhi, on phone:011-25841022 and email:nbpgr.aaopurchase@icar.gov.in.

(U.C. Sharma)
Administrative Officer

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INFORMATION & INSTRUCTIONS FOR BIDDERS

Issue of Tender Document	Tender Document may be down- loaded from the NBPGR website www.nbpgr.ernet.in. and CPP portal https://eprocure.gov.in/eprocure/app as per the schedule.
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1. Bid Submission

"Technical Bid" shall be submitted as per **Annexure I**

"**Financial Bid**" " shall be submitted as per **Annexure II**

Bids shall be submitted online only at CPP portal: https://eprocure.gov.in/eprocure/app.
Tenderer/contractor are advised to follow the instructions provided in the 'Instructions to the Contractor/Tenderer' for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at https://eprocure.gov.in/eprocure/app.
Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
Tenderer who has downloaded the tender from the Institute website www.nbpgr.ernet.in and Central Public Procurement Portal (CPPP) https://eprocure.gov.in/eprocure/app, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be summarily rejected and tenderer is liable to be banned from doing business with ICAR-NBPGR.
Intending tenderers are advised to visit again Institute website www.nbpgr.ernet.in and CPP Portal https://eprocure.gov.in/eprocure/app at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

2. **OPENING OF FINANCIAL BID AND EVALUATION**

Financial bids of eligible and technically qualified bidder will be opened. The lowest financial bid in respect of **Seed Moisture Meter** will be considered for award.

3. **FINAL DECISION MAKING AUTHORITY**

The Institute reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by the Institute to the bidder(s).

4. **AMENDMENT OF TENDER DOCUMENT:**

Before the deadline for submission of tender, the Institute may modify the tender document by issuing addendum/corrigendum.

5. Any addendum/corrigendum thus issued shall be a part of the tender document and shall be uploaded on the Institute website (www.nbpgr.ernet.in) and CPP portal https://eprocure.gov.in/eprocure/app. Prospective bidders must visit the website before filling and submission of Tender Document for such information.

6. **ARBITRATION AND SETTLEMENT OF DISPUTES:**

In the event of any question, dispute or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement), the same shall be referred to sole arbitration of the Senior Administrative Officer or any other person as approved by the Director, ICAR-National Bureau of Plant Genetic Resources, New Delhi-12. There will be no objection for any such appointment on the found that the arbitrator is an Employee of NBPGR or that he/she has to deal with the matter to which the agreement relates or that in course of his/her duties as ICAR Employee he/she has express views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties.

The arbitrator may from time to time with the consent of parties change the time for making and publishing the award. Subject to India Arbitration and Conciliation Act 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

7. **TERMS OF PAYMENT**

a) Payment will be released to the firm as per provision laid down in GFR 2017 and only after supply of equipments alongwith accessories subject to depositing of a sum equivalent to 10% (Ten percentages) of the contract Value as mentioned under security deposit /performance security clause mentioned above or submission of performance Bank Guarantee for 10% value of the order valid for a period of 14 months after satisfactory execution from any commercial bank.

b) Payment shall be made through LC/Electronic Clearing System/RTGS.

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app**.**

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "**Online bidder Enrolment**" on the CPP Portal which is free of charge.
2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy etc.) has been provided to the bidders. Bidders can use "My Space" or ''Other Important Documents'' area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.

4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 125 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

9) The rates for quoted shall be valid for a minimum period of 180 days from the last date fixed for submission of bid.

10) The rates quoted shall be free of cost delivery and installation at the Division/Unit of NBPGR, New Delhi. However quoted in foreign currency must be quoted on FOB/FCA.
11) The Director, NBPGR, New Delhi reserves the right to accept or reject any or all the quotations either in full or in parts without assigning any reason.
12) Quotations not complying with the above conditions are liable to be rejected.
13) In case, any dispute arising out of this contract shall be subject to the jurisdiction of Indian laws & Court at New Delhi. Sole arbitrator is appointed by the Secretary, ICAR, New Delhi, His decision will be final and binding on both parties (Supplier & and Purchaser).
14) The successful bidder has to execute the indented job/supply as mentioned in the supply order placed with them within the stipulated period as given in the supply order placed by this office failing which 0.5% per week and maximum of 10% deduction as liquidated damage charges will be made from the bill in case the job in not completed within the given stipulated period.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Annexure-I

TECHNICAL BID

1. Name of the Company

2. Address (with Tele No. fax No. & e-mail)

3. Contact person Name and mobile number

4. (a) The number of years of experience in dealing **Seed Moisture Meter** business. _____

   (b) Total value per year of Business during the last three years

   (Attested certificate from Chartered Accountant should be attached.)

5. (a) Registration Number _____

   (b) PAN Number _____

   (c) GST Number _____

6. Technical details of **Seed Moisture Meter** as per details given below:

Technical Specification required for the Seed Moisture Meter .

Seed Moisture Meter.
Sample volume: 10 to 100 gram
Display Type: LCD
Moisture Measurement range : 5 to 40%
Accuracy : $\pm$ 0.5%
Power / Battery operated
Supply voltage: 220 volts
Warranty : Minimum 1 year

NOTE: - PRICES TO BE OFFERED F.O.R. , ICAR-NATIONAL BUREAU OF PLANT GENETIC RESOURCES, NEW DELHI. However, equipment quoted in foreign currency must be quoted on FOB/FCA basis.

7.. **Confirm the Attachment:-**

S.No.	Document	Whether Attached (Yes /No)
1.	Whether the firm is in existence for three years or more in the trade in Central/State Govt/Autonomous bodies. If yes necessary documents should be attached**.**	
2	Have you attached copies of ITR of the last three financial years	
3	Have you attached a copy of authorization certificate	
4	Have you attached a certificate regarding the technical assistance, repair and maintenance charges will be included in the financial bid	
5	Have you attached a copy of GST Registration Certificate and PAN Certificate	
6	Have you attached details of complete address of the company office and service centre with names of contact person (s) and their telephone/mobile/fax numbers	
7	Have you attached a letter that company/vender has not been blacklisted by any state/central government/public section undertaking/Institute in India in the last 3 years	
8	Have you attached a copy of the tender acceptance letter	

Annexure –II

Financial Bid

Sl. No.	Description of Items	Qty.	Unit Cost	Total Cost
1.	Seed Moisture Meter (As per tender documents.)	01	IN BoQ	In BoQ

Authorized Signature
With seal of company

Annexure-III

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

_____
_____
_____

Sub: Acceptance of Terms & Condition of Tender.
Tender Reference No: _____
Name of Tender / Work:-
_____
_____
_____

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

   _____
   _____

   As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. ____ to _____ (including all documents like annexure(s), schedule(s), etc.,), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.

3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.

4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.

5. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

Declaration

I hereby certify that the information furnished above are full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the company will be black-listed and will not have any deal with the Organizations in future.

Authorized Signature with Seal of Company